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~~XXXXXXXXXX~~ SIGMA DELTA CHI, Thursday, 13 October, 1900-2100-ish

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[ ] Jim and I met with [ ] on Wednesday, 28 September.

Tom will make tentative booking for Rendezvous Room -- will arrange to have lights turned out in two exhibit halls (main and Credit Union) and will have Intelligence Process and Language exhibits moved out of sight. Gave copy of memo to DCI (26 Sept)

Spoke with Larry Brown, 28 September. Auditorium had been reserved already. I confirmed that we needed it.

Tom will call me with amount of money for coffee and cookies -- I will talk with Hetu to see if it o.k. for Agency to fund (DCI/Admin -- mention EAA fund used for ~~XXXX~~ departing DCI's receptions) or should we take Free up on his offer to have ~~XXXXXXXXXX~~ SIGMA DELTA CHI pay for cookies and coffee.

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Free will have list of attendees to us 10 days in advance -- 3 October?? Tell Security [ ] and tell him the Free will have stragglers -- not on original list -- to us piecemeal. Give [ ] copy of memo to DCI *done* STAT

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Per meeting with Hetu, [ ] -- groundrules for group -- we will talk about Public Affairs support of new model of American intelligence -- discuss openness policy. Will not be a news conference, people should not look for headlines. Tell Free.

Ask Free what form of transportation will be used -- busses or individual cars -- arrange parking facilities. and inform Security Duty Office (or will [ ]?) STAT

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Find out from [ ] what policy is on admitting non-US citizens to these *done*

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Jim and I met with [ ] and [ ] of Security. Gave [ ] copy of memo to DCI. P informed me that [ ] OTR Security [ ] had already called him re SDC meeting. STAT  
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Called [ ] -- he handling through OTR side only. We agreed I would be the one to handle and he would help if needed. He said he believed Federal regulations stated group had to be badged if they came into the building. Suggested little plastic badges with pins on back and their names on them -- they could take these home as souvenirs. Have receptionist at door of Auditorium with list of names -- she checks them off and hands badge to them.

Tom called with amount of Rendezvous Room: \$175 (\$70 - 3 EDR people (union says minimum of 4 hrs each, hence, 12 hours times wage -- \$70); \$35 Rendezvous Room rent; \$45 coffee - 13 gallons @ 3.20 per gallon; \$23 - cookies)

Met with Mr. Hetu who first said tunnel reception was o.k. and then said Rendezvous Room idea sounded better. He did not think we needed to remove Intelligence Cycle exhibit -- just tell them it part of Family Day tours. He thought idea of putting out lights on other exhibits and roping off areas all the way to Rendezvous Room was good.

STAT Talked to [ ] (DCI Admin) who advised me to type up a draft of memo to DCI requesting funds for coffee/cookie reception and check it out with Adelaide.

STAT When [ ] and I met with [ ], we decided to put out lights in main hallway and credit union hallway so that exhibits there would not be so much in evidence -- also roping off both hallways -- met on 28 Sept.

STAT [ ] said he had heard through [ ] office  
STAT ([ ] that SDC group coming out in busses -- check what info [ ] office already has so that I don't have to get again from Free.

STAT Talked to [ ] on Thursday, 29 September. He told me that any extra people I would need for overtime (security men to guard hallways and receptionists to badge visitors) would be paid for by Security (GSA funds - per [ ]).  
STAT They have done this before and would be no problem.  
(872-1200)

Talked to Hank Wieland, Executive Secretary of DC Chapter of SDC, who called at behest of Jim Free. Said he had a list of 50 people which he would have alphabetized and have sent to us. Said he understood from Free that social security #'s needed only for foreign journalists.

Told him I would get back to him on foreign journalists entering building.

STAT Talked to [ ] who referred me to [ ] CD-6, Security, who told me he thought no foreign journalists allowed unless special permission received from DCI or some high authority.

STAT [ ] (Godar's boss) called and said he wanted information on when, who, etc., and would get back to me with Agency policy on admitting foreign journalists.

STAT Spoke to Free and told him that we needed at least DOB or SS #'s. He told me all would be in individual cars -- some carpooling. Could not make it at 1845 but would try and have a group of about 30 out here close to 1845 -- the rest would have to come later. [ ] then talked to him and explained that because we tried to make the whole thing a little nicer for them, the problems have ensued.  
STAT [ ] also spoke to him about foreign journalists and told him that they would not be allowed. [ ] told him subject would be new model of intelligence.  
STAT *openness policy*

STAT Talked to [ ] Memo on what is happening, what I want done and list of names of people attending is sent FIRST to [ ], Acting Chief, Industrial and Certification Branch, Clearance Division, 3E29. [ ] then approves and sends to [ ] who gives to receptionists and they (receptionists) are informed this way -- TELL [ ] I AM GOING TO DO THIS.

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*Check into for attendees*

Have ordered 200 press kits to hand out to attendees -- Florence handling

Spoke to Hank Weiland and he told me all the trouble he was having in checking social security numbers and/or date of birth (this did not get through to Free when he sent out his notice). I called Howard and asked him to check and see if Security could dispense with this requirement. Howard called back and said all they would require -- JUST FOR THIS ONE TIME!! -- is full name and affiliation. Call Weiland and he extremely relieved. Is sending list of names (108 as of yesterday evening) to me in morning mail. Weiland said there would be approx. 150.

STAT [ ] told me he has arranged for 2 receptionists and for security men in business suits to stand guard down hallway. Has also arranged for group to exit through Main Entrance -- security people will be there also.  
STAT Do I need [ ] to add to receptionists??

STAT Told [ ] what [ ] said and [ ] said he would prefer we keep it the same way it has been -- I give list to him and he hand-carries it to [ ] and gets approval. I said o.k.

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Talked to Hank Wieland who told me he is with Independent Telephone Association and Jim Free is Washington correspondent for the Birmingham (Alabama) News. This is a Newhouse chain paper. Free has his office in House press gallery. Wieland believes Free only correspondent here.

Talked to Free who agreed to introduce our welcoming speaker at the function. I told him I would send him a bio on speaker and a note outlining what he should say about the speaker.

STAT Asked [ ] office to send me a bio on [ ] so that I can send  
STAT his, Hetu's and [ ] to Free. ([ ])

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STAT Received list of names in 1100 mail on Friday, 7 October. Gave copies to Hetu,  
STAT [ ] Gave copy to [ ] for security check with memo.

Talked to Wieland who told me he would have to check off on his list and get money from people who haven't paid yet. Talked with [ ] and we decided to tell Wieland that he can stand in the entrance of the auditorium and check the people off as they come in. Then I will ask Free to tack on a statement at the end of his intro to the effect that the people who haven't paid can see Hank in the Rendezvous Room. CALL HANK!!

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Talked to Hank and we agreed on Free tacking on statement about payment and me giving Hank a copy of a list of attendees that the receptionist has checked off.

Wait for Blake to say yes -- if no, check with Malanick

Wait for money approval to come back from

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Find out from Free how many people

Tell Free names are due right now and stragglers should be called in or they won't be on the list and, hence, won't be able to get in the building.

Tell Free no cameras or tape recorders or foreigners allowed in building -- all US citizens

How are they coming -- <sup>better</sup> busses or individual cars?

Participants should have their driver's licenses (or other identification) ready so that receptionists can check to see if, indeed, they are the right person

Order coffee/cookies when exact number known and confirm need for 3 (if 3 needed) EDR people in Rendezvous Room

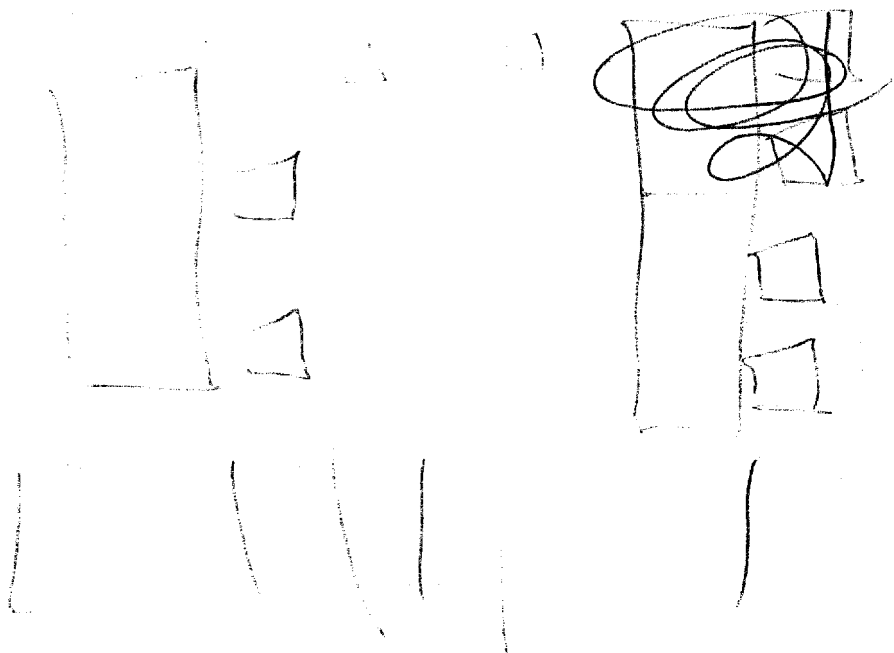
Tell Free to try and get here at 1845 so that admittance procedure will flow more smoothly -- people will need extra time to get in

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Order 2 receptionists and use  (from  office) as other two receptionists -- have one receptionist/Kathy; one receptionist  Security will pay *for receptionists*

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Met with [ ] at 1500 on Friday, 7 October. He has three (maybe two) GSI servers for Rendezvous Room, coffee and cookies in the amount stated before 13 1/2 gal and \$23 cookies. GSI will only charge us for what we use. He has arranged for air, rest rooms, moving furniture, cleaning rugs the night before, and cleaning up afterward.

FOR MEETING ON TUESDAY with HETU, [ ]

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What do I want on stage?? [ ]

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Free will introduce Hetu

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Hetu will make welcoming remarks and introduce [ ] and say [ ]  
[ ] will give short CIA speech

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Chretien gives speech *senior briefing officer*

Q&A session

Lectern *on left* *name tags* *A-L*  
*Mike* *M-2*

Table with stand mikes or on people -- I think stand mikes

Should Free remain on stage? *no* I think not -- think 2 seats should be reserved in front for him and his Mrs.

Do I want Shotgun Mikes? *no* Everyone will be seated in center section. I will have [ ] sit beside shotgun mikes.

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[ ] will usher and I will greet and make sure all goes well by receptionists.

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[ ] will give me extension for Rendezvous Room so that I can call them from Auditorium (DCI's chair) and tell them when meeting about to break up.

After it's over, Tom will get bill from GSI and send to me. I go to Admin and ask for money and then pay Tom with either cash or check.

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GO TO SEE [ ] after Tuesday meeting. He and I will go to Auditorium and look over everything. Notify [ ] -- they want to go with us.

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Spoke to [ ] on Tuesday morning. Number of cafeteria ( [ ] )  
I should call when the group is about to come. They are plugging a phone in the Rendezvous Room in case we need it -- [ ]

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